

Protocol for Car Seat Distribution

- I. **Policy Title:** **Infant / Toddler Safety Seat Program**
- II. **Purpose:** To increase proper child passenger Safety seat installation.
- III. **Policy:** [This Agency] will provide Infant/Toddler Safety Seat program for all clients eligible for services when seats are available. If seats are not available, then a list of resources¹ will be provided to families/caregivers explaining where and how to obtain a low or no cost seat with installation service.

Responsibilities:

- A. The Injury Prevention Program (If applicable), is responsible to administer and provide information for reporting requirements; and to ensure all person providing services are child passenger safety technicians.
- B. Community Health Representatives (CHR) are responsible to carry out the program and provide appropriate documentation of education and equipment provided to clients.
- C. Clients are responsible to utilize the safety equipment provided appropriately.

IV. Procedure:

- A. Designated Injury Prevention Specialist and CHR's will be trained in appropriate use and installation of infant/toddler safety seats.
- B. Training will be updated as needed and documented.
- C. IP staff and CHR's will contact all families who obtain obstetrical care through [This agency]during the last trimester of pregnancy or track expectant mothers who receive their prenatal care at an outside agency. At this time either a home visit or a scheduled appointment at the clinic will be arranged. If a small fee is charged, the family will be notified.
- D. If the family comes to the clinic for care and a provider informs them of the car seat program, they must either contact the Outreach Department to make an appointment or receive a referral through the medical department for an appointment.
- E. It is not guaranteed the family will receive a seat the same day they request one.
- F. It is not the responsibility of the clinic to provide a seat to families on an emergency basis.
- G. Families, caregivers, and parents are ultimately responsible to transport their children safely in vehicles using the proper seat.
- H. First priority for seats will be given to clients and families who receive their care at the clinic.

¹ Collect a local resource guide of where to obtain low or no cost seats for families/caregivers when needed.

- I. Car seats are for clients of the clinic and not clinic staff. An exception to this could be an employee who is a client and meets the lower income criteria.
- J. Only one car seat is provided to the infant or child until they are ready to graduate to the next seat.
- K. **The process for distribution of Infant/Toddler Seats will be as follows:**
 - 1. Client contacts Outreach or Injury Prevention Specialist requesting an Infant/Toddler Safety Seat.
 - 2. Priority for seat distribution will be established by IP/Outreach staff.
 - 3. A referral with the request will be generated to the appropriate IP/Outreach Staff.
 - 4. IP/Outreach Staff will contact the client and schedule an appointment to provide the Safety seat and instruction on appropriate use and installation of the Safety Seat.
 - 5. At the time of scheduling the appointment, information must be collected by provider such age, height, weight of infant/child.
 - 6. Plan on scheduling at least 30 minutes for each appointment.
 - 7. Show the family/caregiver the video “Securing our Future²” and go over any concerns the family/caregiver may have.
 - 8. Provide the family with updated printed education materials further explaining proper use of car seats and graduation times³.
 - 9. Have family/caregiver fill out and sign the release of liability form for each seat provided⁴.
 - 10. Have parents sign the Car Seat Checklist form⁵
 - 11. Mail out the recall car seat registration form for family/caregiver.
 - 12. Go out to vehicle with family/caregiver to assist them in securing safety seat into vehicle.

² To obtain a copy of the video “Securing our Future” please contact CRIHB’s Injury Prevention Specialist, Julie Adams @ (916)-929-9761

³ You may download or purchase bulk printed materials to hand out or call CRIHB’s Injury Prevention Specialist.

⁴ This form is available on-line through the website <http://cert.safekids.org/resources/forms.html>

⁵ This form is available through CRIHB’s Injury Prevention Specialist.